

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	85039	PO date:	1-02-2022	Req. no.:	95041
MRN nos. related to PO		Advice Scan ID			
☐	Part material received.				
☐	Full material received.				
☐	Material not received.				
☐	Close PO – Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☒	Cancel PO. Material will be re-ordered by new requisition.				
☐	Keep PO open. Material required.				
☐	Keep PO open. Work under progress.				
Remarks by engineer: Material Required. We will raise new requisition for Material.					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Pushpalath	Pushpalath	07-05-2022	Sanan	[Signature]	
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☒	Bills not received against this PO.				
☐	Part bill received against this PO.		Bill nos.		
☐	All bills received against this PO.				
☐	Advance paid against this PO.		Amount paid	Rs-16250/- Chq. Amr.	
Remarks by Accountants:					
Advance cheque given but not deposited yet in Bank Chq. dt. 07/02/22					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
K. Ramesh	G. Ramesh	10/5/22			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSSLP for material supplied.				
☐	Get proof of delivery from site.				
☐	Barcoded PO missing – get certified copy from Accounts.				
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☒	Close PO		☐	Keep PO open. Material awaited	
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign			

APPROVED BY
18 MAY 2022
Date
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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07-05-2022 10:55:05

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details			
Shah Decors 1-10-74/1, 3 rd floor, Begumpet, Hyderabad-500016. GSTIN 36AEYPS0965A1Z4 66312191 6301194244	Doc No	85039	95041
	Doc Date	01-02-2022	
	Quote No	Nil	
	Quote Date	01-02-2022	
	SupplyType	Supply And Installation	

Kind Attn : **Mrs. Rajshree Mehta**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6015 - Miscellaneous - Carpet - NA - sft Welspun flooring carpet tile	330.00	145.00	0.00	12.00	53,592.00
2 6015 - Miscellaneous - Carpet - NA - sft Installation charges	330.00	15.00	0.00	18.00	5,841.00
Total Order Value . . .					59,433.00

Rupees : Fifty Nine Thousand Four Hundred Thirty Three Only.

Terms and Conditions :-

Specification /	Item shall be of 'Well spun flooring, Color way CB DV SH CG, Artical code CTY00036, Rate per sft is Rs. 145+ GST
Payment Terms	50% Advance balance after delivery and instalation
Tax	All taxes included in above price.
Delivery Date	Within 5 days.
Delivery Location	Bloomdale Residency at Genome Valley Murharipalli,servey no-31& 32 Phone. Madhu Site Engineer - 9502211499
Penalty For Delay	Nil
Transportation	Transportation charges extra as per actuals
Warranty	Nil
Advance Paid	Rs. 29,716-00 by cheque.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for club house crech purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice+copy of proof of delivery is required to process invoive for payment. DO NOT send original invoice to site.Original invoices must be sent to HO office or purchase site office.Proof of delivery/DC can be sent by email'

For **Modi Realty Genome Valley LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shah Decors**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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03-02-2022 15:24:12



85039

31.01.22 4:50:16

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details

Shah Decors
1-10-74/1, 3 rd floor, Begumpet, Hyderabad-500016.

GSTIN 36AEYPS0965A1Z4

66312191

6301194244

Doc No	85039	95041
Doc Date	01-02-2022	
Quote No	Nil	
Quote Date	01-02-2022	
SupplyType	Supply And Installation	

Kind Attn : Mrs. Rajshree Mehta

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Total Order Value . . .					59,433.00

Rupees : Fifty Nine Thousand Four Hundred Thirty Three Only.

Terms and Conditions :-

Specification / Brand Item shall be of 'Well spun flooring, Color way CB DV SH CG, Artical code CTY00036, Rate per sft is Rs. 145+ GST

Payment Terms 50% Advance balance after delivery and instalation

Tax All taxes included in above price.

Delivery Date Within 5 days.

Delivery Location Bloomdale Residency at Genome Valley

Murharipalli, servey no-31& 32

Phone. Madhu Site Engineer - 9502211499

Penalty For Delay Nil

Transportation Cost Transportation charges extra as per actuals

Warranty Nil

Advance Paid Rs. 29,716-00 by cheque.....

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for club house crech purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks 'Original invoice+copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site.Original invoices must be sent to HO office or purchase site office.Proof of delivery/DC can be sent by email'

For **Modi Realty Genome Valley LLP**

Authorised Signatory

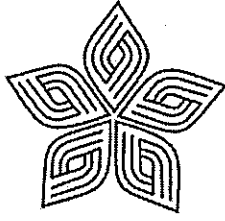
Accepted the above Terms And Conditions

For **Shah Decors**

Name :

Name : _____

Date : __/__/__



Estimate
EST21-393

Shah Decors

Shah Decors

3rd Floor, 1-10-74/1,
Begumpet, Hyderabad - 500016
TIN Number : 36575898133
GSTIN : 36AEYPS0965A1Z4
PAN Number: AEYPS0965A

To
MRGV

Ship To
BRGV Club House and Cretch
purpose
Telangana
India

Estimate Date : 29/01/2022

Sales person : RDS

Place Of Supply: Telangana (36)

#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount
1	CARPET Supply of Welspun flooring carpet tiles as selected	57032090	330.00 Sq. feet	145.00	2,871.00 0	2,871.00 0	47,850.00
2	Installation Charges	995475	330.00 Sq. feet	15.00	445.50	445.50	4,950.00

Sub Total 52,800.00

CGST (6%) 2,871.00

SGST (6%) 2,871.00

CGST (9%) 445.50

SGST (9%) 445.50

Total ₹59,433.00

Notes

1. Material will be supplied in the box quantity only.
2. Material will be delivered only to the Delivery address mentioned in the PO.
3. Transportation charges extra at actuals and unloading of the material is in client scope.
4. Floor levelling should be zero surface level.

Terms & Conditions

1. Payment terms - 100% advance for the material along with PO and balance amount after completion of work.
2. Material delivery & Installation work will be completed in 15-20 working days from receipt of advance subject to availability and site readiness.
3. Electricity to be provided at site by customer.
4. Safe storage for material at site is to be provided by the client. Any damage/ theft on site in absence of safe storage will be chargeable as installed material + transportation costs.
5. Validity of the Quote is 30 days.
6. This quote does not include any sub-structure, bending costs or additional costs which may required due to site conditions. If any such requirements are applicable, Shah Decors team will inform the same upon site inspection.

Requisition Form

Company Name:		MRGV		Date:		24.01.2022	
Site & Phase :		BRGV		Time:		01:00PM	
Supplier				Req. No.		95041	
Material required before date:		27.01.2022		ID No.		73223	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Welspun flooring Carpet Tiles.	STD	330	SFT			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: for BRGV Club House and Cretch purpose							
Prepared By		Pushpalatha		Approved by		Sarwar	
Sign. & Date		24.01.2022		Sign. & Date		24.01.2022	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED BY
02 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
24 JAN 2022
P. PRAKASH
Sr. Manager